

# NASCSP By Laws Appendix I

## Tasks for NASCSP Regional Representatives

### Membership

- Maintain contact with states in the region; be available to offer support and answer questions.
- Communicate with new state directors through emails or phone calls, providing information about NASCSP and the benefits of membership.
- Provide helpful information on Program administration to new directors on an as needed basis. (The offer doesn't necessarily have to wait for a request for assistance.)
- On an annual basis, with direction from NASCSP, update state contacts and collect other pertinent demographic information from states in the region.
- Act as another voice during dues collection process, for those states in arrears.

### Communication

- Collect and disseminate information as necessary to state offices in the region.
- Provide information to the states in the region about the work of the NASCSP Board.
  - Send updates to the region after board meetings.
- Share with NASCSP if there are any Network (community action, weatherization) events in your region.
  - If possible, provide a national update on behalf of NASCSP, if NASCSP staff is not available.
- Provide items of interest for the State of Poverty Blog, Director's Digest, ENews.
- Facilitate introductions on the regional calls
  - Suggest additional agenda items to be included on the calls

### Data Collection/CSBG/WAP

- Discussing with each state in the region the importance of collecting data on the CSBG and WAP.
- Communicating with each state in the region to determine their status re: completion of the CSBG Annual Report, WAP Funding Survey, and other data sought by NASCSP
- Identifying with the states any issues they may be experiencing with the data collection process and assisting them when possible or reporting to NASCSP for their follow up assistance.
- Assisting in the collection of information for various grants and contracts secured by NASCSP.